

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 20, 2001

Regulation Package #0300-05

CDSS MANUAL LETTER NO. OPS-01-01

TO: HOLDERS OF THE OPERATIONS MANUAL, DIVISION 11

Regulation Package #0300-05**Effective 1/4/01****Section 23-625**

This manual letter contains the regulation that raises the purchase of service threshold from \$25,000 to \$200,000.

These regulations were considered at the Department's public hearings held on June 20, 21, and 22, 2000.

FILING INSTRUCTIONS

Revisions to all manuals will now be shown in graphic screen. The attached pages are to be entered in your copy of the Manual of Policies and Procedures. The latest prior manual letter containing Operations manual changes was OPS-00-03.

Page(s)Replace(s)

63 and 64

Pages 63 and 64

Attachment

JTP

23-624	PROTESTS	23-624
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- .1 The county shall consider any protest or objection regarding the award of a contract, whether submitted before or after the award, provided it is filed within the time period established in the IFB or RFP.
- .2 Written confirmation of all protests shall be requested from the protesting parties. The protesting party shall be notified in writing of the final decision on the protest. The notification shall explain the basis for the decision.
- .3 Upon request, the county shall submit to SDSS a copy of any protest along with a copy of its response to the protest.

23-625	PUBLIC HEARING	23-625
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- .1 The County Board of Supervisors shall conduct a public hearing for all In-Home Supportive Services contracts. The formal public approval of a contract may constitute the public hearing. The public hearing shall be held at least 30 days prior to the effective date of the contract to allow sufficient time for the filing and resolution of any unresolved protests to the award. Findings based on the public hearing shall be made available to interested parties.
- .2 The County Board of Supervisors or, if authorized by the Board, a delegated county department, shall conduct a public hearing on the contract award prior to the effective date of all contracts exceeding \$100,000. It is permissible for the formal public approval of the contract to constitute the public hearing. The public hearing shall be scheduled with sufficient time prior to the effective date of the contracts to allow for resolution of any unresolved protests to the award. Public findings based on the hearings shall be made available to interested parties. Contracts between county agencies shall not require a public hearing.
- .3 Upon completion of the entire selection process, the county shall execute a fixed price contract with the successful bidder in accordance with Section 23-604.

NOTE: Authority cited: Section 10554, Welfare and Institutions Code. Reference: Section 10554, Welfare and Institutions Code.

23-630	SDSS REVIEW	23-630
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- .1 Contracts, procurements and amendments for the purchase of In-Home Supportive Services and for any other program where state review is required by law or regulation shall be subject to prior SDSS review in accordance with the conditions set forth below.
- .2 When SDSS review is required, SDSS shall notify the county of the time frames necessary to submit information for state review, based on the complexity and volume of the contract material requiring state review.
- .3 Along with the contract, the county shall submit a summary of the procurement if the procurement information has not been previously required. (See Section 23-620 for procurement review of the In-Home Supportive Services Program.) The summary of the procurement shall include the method of procurement, a listing of all bidders or proposers and their bids, and the county's reasons for the selection.
- .4 When submitting a contract amendment, the county shall detail the reason(s) for the amendment, and, if the amendment results in a change of price, a revised contract budget and justification for any price change.
- .5 SDSS will review the contract, procurement summary, or contract amendment for compliance with state and federal program and procurement laws and regulations. SDSS will review contract amendment price changes for reasonableness, necessity, and impact on state and federal funding availability. Upon making a determination, the state shall respond to the county in writing, with an approval or denial of state and federal funding of the contract or amendment. If the contract or amendment is not approved, the state shall set forth conditions, if any, by which the county may gain approval for funding.
- .51 The state shall notify the county within 15 calendar days of receipt if the material is complete or deficient, and within 45 calendar days of receipt of complete information of its decision on contracts, procurement summaries, or amendments.